

## ABSTRACT

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*The village office is one of the places where residents serve. Every year the population of each kelurahan continues to grow, of course it will be directly proportional to the administrative data which will also continue to grow so that its management will be even more difficult with manual methods. With the rapid advancement of information and communication technology, this can certainly be used to overcome these problems. Therefore, services at the Kelurahan office can also apply technological developments, namely by creating information systems and data processing services for population letters. The information system is designed with the aim of helping residents who want to write letters and for village officials to make it easier to provide letter-making services, another goal with this system is data processing at the village office that is more effective, efficient, and computerized. This project applies the waterfall method which consists of requirements, analysis, design, implementation, testing, and maintenance stages. The tools used are the PHP programming language, the CodeIgniter framework, and the MySQL database. The final result obtained is a Kelurahan Administration Service Application which has the main features: application input, letter processing, letter ratification, and other additional features.*

*Keywords: Information systems, applications, administrative services, residents, village officials.*